

Career Opportunity Court Services Specialist

Classification: CL-25

Salary Range: \$36,928 —\$60,087

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.

POSITION SUMMARY

This position is located in the Court Services Unit of the Clerk's Office in Detroit, Michigan. Court Services is responsible for managing the Court's space and facilities, financial management, security, procurement, and court interpreting programs. It also provides the services necessary to meet the needs of judicial officers and their staffs, the District Court Clerk's Office, the Probation Department and the Pretrial Services Agency. The employee reports directly to the Chief of Court Services and provides administrative support for Court Services programs.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Opens, screens and distributes incoming mail. Refers persons visiting and calling the Department to the appropriate Court staff. Answers routine inquiries and provides assistance as authorized. Monitors departmental due dates to ensure that required responses are completed in a timely manner.
- Maintains event and/or conference room calendars for the District Court. Schedules meetings or other events, as directed.
- Prepares or edits correspondence, meeting minutes and other documents for accuracy, proper grammar, and spelling, as directed. Signs or electronically routes routine correspondence to appropriate Court personnel or other external contacts, as authorized. Maintains electronic and paper filing systems for the Department.
- Prepares agendas and other materials for Court meetings, as directed. May take minutes. Assists Chief of Court Services or other Court staff with distributing minutes and other follow-up. Orders refreshments and arranges other logistical meeting details, as requested.
- Manages the Department's call center and is responsible for logging, assigning and tracking of the Court's space and facilities requests.
- Provides administrative support through the use of word processing, database, electronic spreadsheet, presentation, Internet or other software applications, as directed.
- Under the direction of the Financial Administrator, will perform internal audits and other duties related to the Court's Financial Internal Control program.
- Makes travel arrangements for Court Services staff. Reviews staff travel vouchers, as directed.
- Supports the office of the Court Administrator, as needed. Performs other duties as may be assigned.

QUALIFICATIONS

A candidate must possess excellent communication, organizational and computer skills, and have the ability to work independently, learn regulations and procedures and be detail oriented. Must be proficient in developing spreadsheets using Microsoft Excel, Quattro Pro, or equivalent software applications.

Required: A high school diploma or equivalent with a minimum of two years progressively responsible administrative / office management experience that involved the routine use of keyboard skills and provided knowledge of the rules, regulations, terminology, etc. of the area of office administration, including at least one year equivalent to work at the CL-24 level. For placement at a salary level above the minimum, at least two years equivalent to work at the CL-24 level is required. Knowledge of Lotus Notes, Microsoft Outlook (or equivalent), Excel, and Word or WordPerfect.

Preferred: Experience in another court or law-related field. A college degree in Business Administration with an English major or related field. Microsoft Access or equivalent database experience.

Procedures For Applying

To be assured consideration, please submit a cover letter (include announcement number) and resume to the address at the left by the close of business on Monday, January 8, 2007. E-mailed documents must be in WordPerfect or PDF format. Zip files and faxes will not be accepted. Only those applicants selected for interview will be contacted.

An Equal Opportunity Employer

*All applicants must be a U.S. citizen or be eligible to work in the United States
All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.
Retention depends upon a favorable suitability determination.
All appointments also subject to mandatory electronic funds transfer*

**Announcement
Number: 06-30**

Date Posted: 12/08/2006

Closing Date: 1/08/2007



U.S. District Court
Eastern District of Michigan

Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848
apply@mied.uscourts.gov
Subject: 06-30 Court Services
Specialist